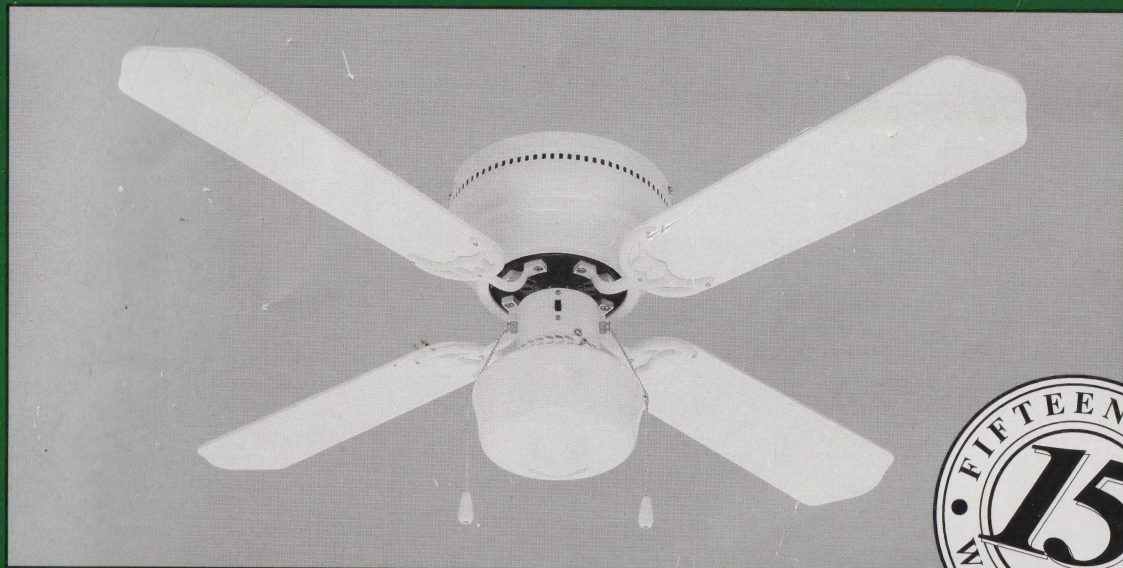


the **Littleton**



Models 270-614

Owners Manual



LISTED
E126621







Congratulations on your purchase of a Hampton Bay ceiling fan. Your new fan will be a beautiful addition to your home, and will keep you comfortable throughout the year.

The Hampton Bay Fan Company offers a wide variety of ceiling fans. We offer combinations of wood and brass finishes, solid designer colors, and our unique glass and crystal designs. A large selection of light

fixtures and light kits is also available. Ask your dealer about other accessories that will allow you to further customize your fan.

We're certain that your Hampton Bay fan will provide you with many years of comfort, energy savings and satisfaction. To ensure your personal safety and to maximize the performance of your fan, please read this manual thoroughly.

The LittletonTM by Hampton Bay

15-Year Limited Warranty

The retailer warrants the fan motor to be free from defects in workmanship and material present at time of shipment from the factory for a period of fifteen years after the date of purchase by the original purchaser. The retailer also warrants that all other fan parts, excluding any glass or plexiglass blades, to be free from defects in workmanship and material at the time of shipment from the factory for a period of one year after the date of purchase by the original purchaser. We agree to correct such defects without charge or at our option replace with a comparable or superior model if the product is returned to the retailer. To obtain warranty service, you must present a copy of the receipt as proof of purchase. All costs of removing and reinstalling the product are your responsibility. Damage to any part such as by accident or misuse or improper installation or by affixing any accessories, is not covered by this warranty. Because of varying climatic conditions in the United States this warranty does not cover any changes in brass finish, including rusting, pitting, corroding, tarnishing or peeling. Brass finishes of this type give their longest useful life when protected from varying weather conditions. A certain amount of "wobble" is normal and should not be considered a defect. Servicing performed by unauthorized persons shall render the warranty invalid. **There is no other express warranty. The retailer hereby disclaims any and all warranties, including but not limited to, those of merchantability and fitness for a particular purpose to the extent permitted by law.** The duration of any implied warranty which cannot be disclaimed is limited to the time period as specified in the express warranty. Some states do not allow limitation on how long an implied warranty lasts, so the above limitation may not apply to you. **The retailer shall not be liable for incidental, consequential, or special damages arising out of or in connection with product use or performance except as may otherwise be accorded by law.** Some states do not allow the exclusion of incidental or consequential damages, so the above exclusion or limitation may not apply to you. This warranty gives specific legal rights, and you may also have other rights which vary from state to state. This warranty supersedes all prior warranties.

Date Purchased _____

Store Purchased _____

Model No. 270-614

Serial No. _____

Vendor No. 21041

UPC 0-21127-79712-3

15-Year Limited Warranty

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1. To reduce the risk of electric shock, insure electricity has been turned off at the circuit breaker or fuse box before beginning.
2. All wiring must be in accordance with the National Electrical Code and local electrical codes. Electrical installation should be performed by a qualified licensed electrician.
3. **WARNING:** To reduce the risk of electrical shock and fire, do not use this fan with any solid-state fan speed control device.
4. **CAUTION:** To reduce the risk of personal injury, use only the two steel screws (and lock washers) provided with the outlet box for mounting to the outlet box.
5. The outlet box and support structure must be securely mounted and capable of reliably supporting a minimum of 50 pounds. Use only UL Listed outlet boxes marked "FOR FAN SUPPORT."

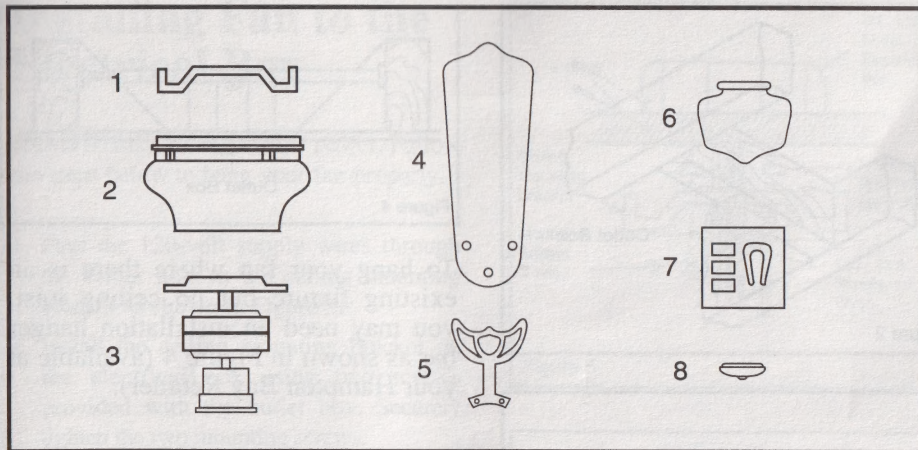
WARNING
TO REDUCE THE RISK OF FIRE, ELECTRIC SHOCK
OR PERSONAL INJURY, MOUNT TO OUTLET BOX MARKED
ACCEPTABLE FOR FAN SUPPORT AND USE MOUNTING SCREWS
PROVIDED WITH THE OUTLET BOX.

6. The fan must be mounted with a **minimum of 7 feet clearance** from the trailing edge of the blades to the floor.

7. Do not operate reversing switch while fan blades are in motion. Fan must be turned off and blades stopped before reversing blade direction.
8. Avoid placing objects in the path of the blades.
9. To avoid personal injury or damage to the fan and other items, be cautious when working around or cleaning the fan.
10. Do not use water or detergents when cleaning the fan or fan blades. A dry dust cloth or lightly dampened cloth will be suitable for most cleaning.
11. After making electrical connections, spliced conductors should be turned upward and pushed carefully up into outlet box. The wires should be spread apart with the grounded conductor and the equipment-grounding conductor on one side of the outlet box.
12. Electrical diagrams are for reference only. Light kits that are not packed with the fan must be UL Listed and marked suitable for use with the model fan you are installing. Switches must be UL General Use Switches. Refer to the instructions packaged with the light kits and switches for proper assembly.

WARNING
TO REDUCE THE RISK OF PERSONAL INJURY, DO NOT BEND
THE BLADE BRACKETS (ALSO REFERRED TO AS "FLANGES")
DURING ASSEMBLY OR AFTER INSTALLATION. DO NOT
INSERT OBJECTS IN THE PATH OF THE BLADES.

1. Safety Rules



Unpack your fan and check the contents. You should have the following items:

1. One Mounting Bracket
(with 4 side screws and 4 lock washers)
2. One Decorative Housing
3. One Fan Motor with Mounting Bar
and Switch Housing
4. Set of Blades (4)
5. Set of Blade Holders (4)
6. Glass (1)

7. Balancing Kit
8. Switch Housing Cover
9. Loose Parts Bag Containing:
 - a. Blade Attachment Hardware
(13 screws, 13 fiber washers)
 - b. Blade Holder Attachment Hardware (8 spring washers)
 - c. Ceiling Mounting Bracket Hardware
(2 mounting screws, 2 flat washers)
 - d. Electrical Hardware (3 plastic wire connectors - wire nuts)
 - e. Chain Pull (2)

WARNING
DO NOT INSTALL OR USE FAN
IF ANY PART IS DAMAGED OR MISSING.
CALL TOLL FREE 1-800-624-7772

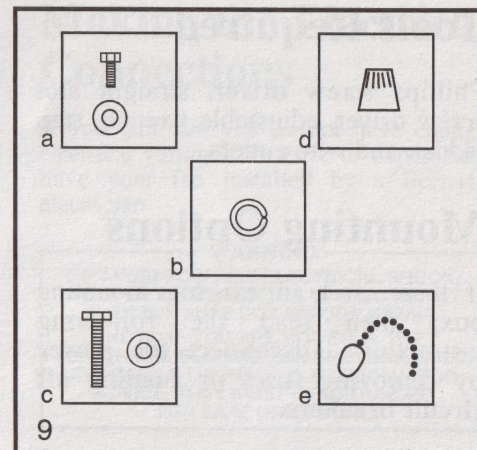


Figure 1

Unpacking Your Fan 2.

Tools Required

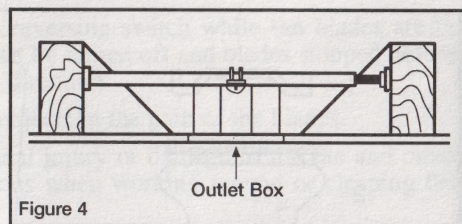
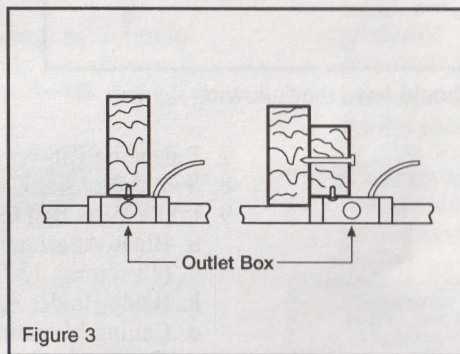
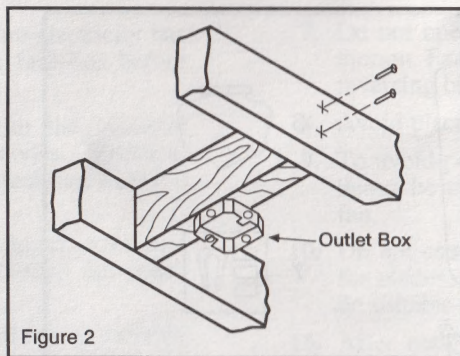
Phillips screw driver, straight slot screw driver, adjustable wrench, step ladder, and wire cutters.

Mounting Options

If there isn't an existing mounting box, then read the following instructions. **Disconnect the power by removing fuses or turning off circuit breakers.**

Secure the outlet box directly to the building structure. Use appropriate fasteners and building materials. The outlet box and its support must be able to fully support the moving weight of the fan (at least 50 lbs.). **Do not use plastic outlet boxes.**

Figures 2 and 3 are examples of different ways to mount the outlet box.



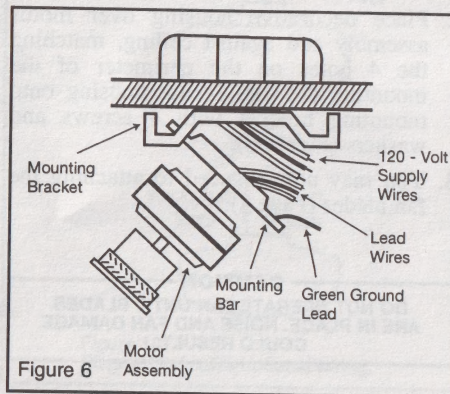
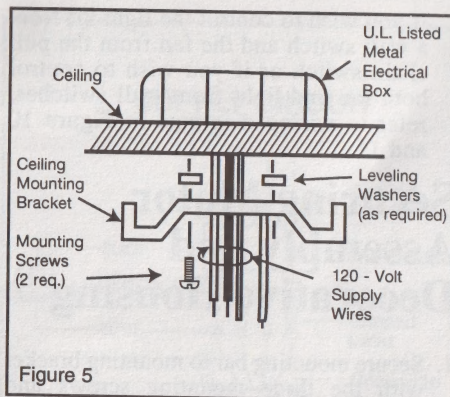
To hang your fan where there is an existing fixture but no ceiling joist, you may need an installation hanger bar as shown in Figure 4 (available at your Hampton Bay Retailer).

3. Installing Your Fan

Installing Fan to the Electrical Box

REMEMBER to turn off the power. Follow the steps below to hang your fan properly.

1. Pass the 120-volt supply wires through the center hole in the ceiling mounting bracket as shown in Figure 5.
2. Install the ceiling mounting bracket on the electrical box using two screws provided with the outlet box. Securely tighten the two mounting screws.
3. Remove the motor screws from the motor housing and remove the 3 mounting screws and washers from mounting bar and mounting bracket. Save for later use.
4. Place motor assembly onto mounting bracket so that the notch of the mounting bar is engaged into the square slot of the mounting bracket. The motor unit is, thus, hanging beneath the mounting bracket (Figure 6).



Making the Electrical Connections

If you feel that you do not have enough electrical wiring knowledge or experience, have your fan installed by a licensed electrician.

WARNING

TO AVOID POSSIBLE ELECTRICAL SHOCK, BE SURE ELECTRICITY IS TURNED OFF AT THE MAIN FUSE BOX BEFORE WIRING.

NOTE: IF YOU ARE NOT SURE THE ELECTRICAL BOX AND FAN ARE GROUNDED, CONTACT A LICENSED ELECTRICIAN FOR ADVICE. THEY MUST BE GROUNDED FOR SAFE OPERATION.

WARNING

EACH WIRE NUT (WIRE CONNECTOR) SUPPLIED WITH THIS FAN IS DESIGNED TO ACCEPT UP TO ONE 12 GAUGE HOUSE WIRE AND TWO WIRES FROM THE FAN. IF YOU HAVE LARGER THAN 12 GAUGE HOUSE WIRING OR MORE THAN ONE HOUSE WIRE TO CONNECT TO THE FAN WIRING, CONSULT AN ELECTRICIAN FOR THE PROPER SIZE WIRE NUTS TO USE.

1. Connect the ground conductor of the 120V supply (this may be a bare wire or a wire with green colored insulation) to the green ground lead(s) of the fan (Figure 9).
2. Connect the fan motor white wire to the supply white (neutral) wire using a wire nut (Figure 9). Connect the fan motor black wire to the supply black (hot) wire using a wire nut (Figure 9). Do not connect the blue wire from the fan unless you are installing an optional light kit at this time, connect the blue wire and the black wire from the fan to the black household supply wire. Otherwise, cap off the blue wire with a wire nut.) Your fan is now wired to be turned on and off from the pull chain switch. Turn wire nut connections upward, spreading them apart so green (ground) and white wires will be on one side of the outlet box and black and blue wires will be on other side, and push up into outlet box.

WARNING

CHECK TO SEE THAT ALL CONNECTIONS ARE TIGHT, INCLUDING GROUND, AND THAT NO BARE WIRE IS VISIBLE AT THE WIRE NUTS, EXCEPT FOR THE GROUND WIRE.

If you wish to control the light kit from a wall switch and the fan from the pull chain switch or if you wish to control both fan and light from wall switches, refer to wiring diagrams in Figure 10 and 11.

Securing Motor Assembly and Decorative Housing

1. Secure mounting bar to mounting bracket with the three mounting screws and washers provided (Figure 7).
2. Place decorative housing over motor assembly and against ceiling, matching the 4 holes on the perimeter of the mounting bracket. Secure housing onto mounting bracket with 4 screws and washers (Figure 8).
3. You may now proceed to attaching the fan blades (Page 7).

CAUTION

DO NOT OPERATE FAN UNTIL BLADES ARE IN PLACE. NOISE AND FAN DAMAGE COULD RESULT.

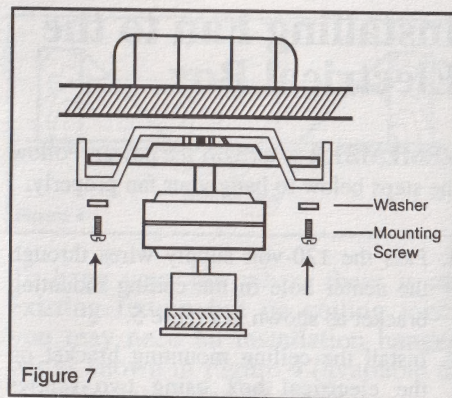


Figure 7

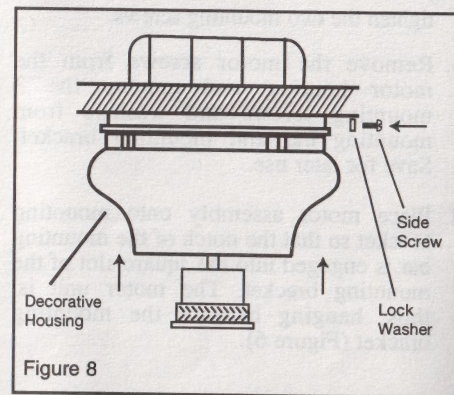


Figure 8

SUPPLY CIRCUIT

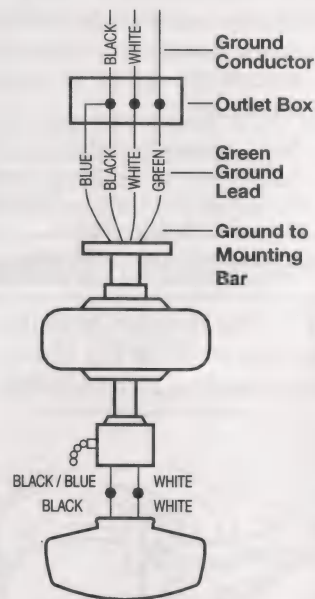


Figure 9
Diagram indicates light kit wiring.

SUPPLY CIRCUIT

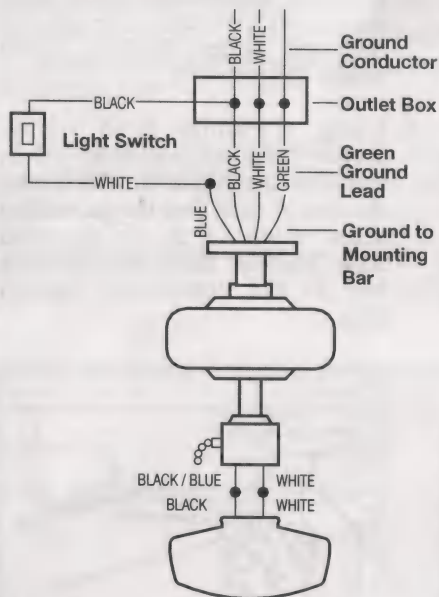


Figure 10
Diagram indicates optional wiring.

SUPPLY CIRCUIT

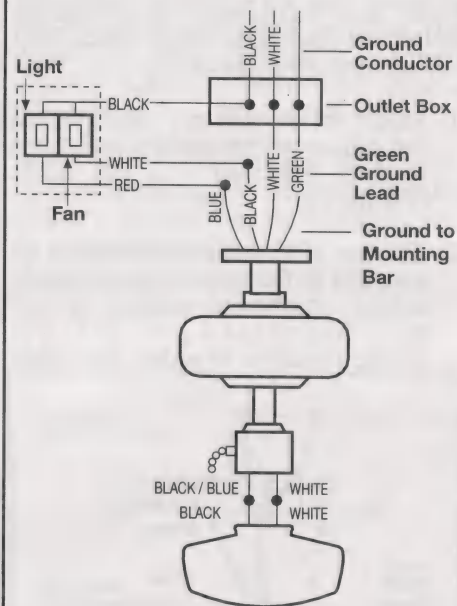


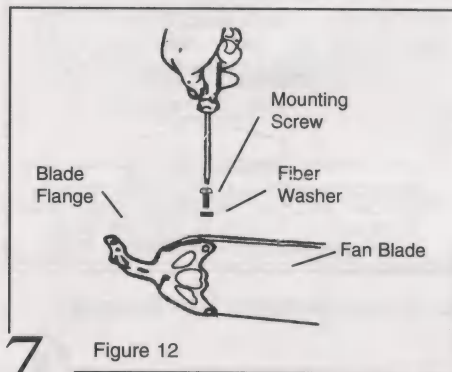
Figure 11
Diagram indicates optional wiring.

Figures 10 and 11 illustrate the wiring connections for optional wall control (available at your Hampton Bay Retailer).

Attaching the Fan Blades

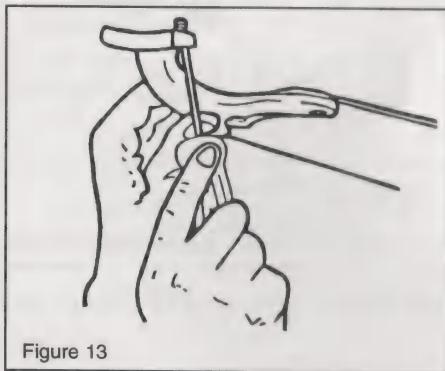
Note: Your fan blades are reversible. Select the blade side finish which best accentuates your decor.

1. Mount blade holders (flanges) to fan blades using screws and fiber washers provided – 3 per blade (Figure 12).
2. The fan blade assemblies are to be attached to the motor using 8 blade holder attachment screws (2 per blade holder) and 4 pads (pads will be pre-installed to either the blade



holders or the motor housing). The procedure to attach blade assemblies is as follows:

- a. Place a mounting screw and spring washer into one of the recessed holes in the blade holder (Figure 13).
- b. Using a Phillips head screwdriver, hold the screw in place. Position the blade holder under the motor such that the mounting screw aligns with the threaded hole. Turn the screw into the hole but do not completely tighten (Fig. 14).
- c. Install a second screw and spring

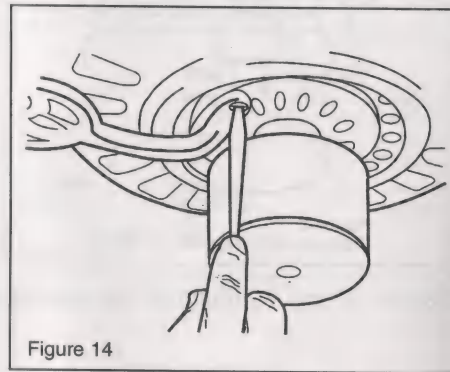


washer into the blade holder in the same manner.

- d. Install the remaining blade assemblies as per b & c.
- e. Gently snug each blade holder screw into the motor, working around the motor in a clockwise sequence.
- f. Next, securely tighten each blade holder screw working around the motor in the same manner.

NOTE
FAILURE TO FOLLOW ABOVE PROCEDURE
COULD RESULT IN FAN WOBBLE.

NOTE : The distance from the ceiling to the bottom of the fan blades will be approximately 6 inch (15mm).



All blades are grouped by weight. Because natural woods vary in density, the fan may wobble even though the blades are weight matched.

The following procedure should correct most fan wobble. Check after each step.

1. Check that all blade and blade holder screws are secure.
2. Most fan wobble problems are caused when blade levels are unequal. Check this level by

selecting a point on the ceiling above the tip of one of the blades. Measure this distance as shown in Figure 15. Rotate the fan until the next blade is positioned for measurement. Repeat for each blade. The distance should be equal within 1/8".

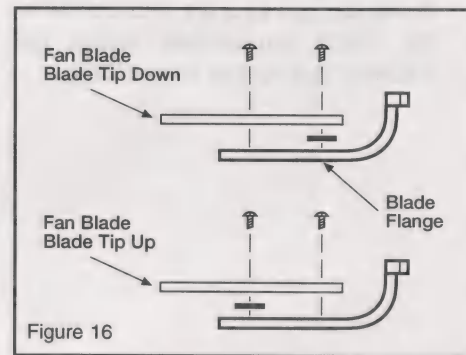
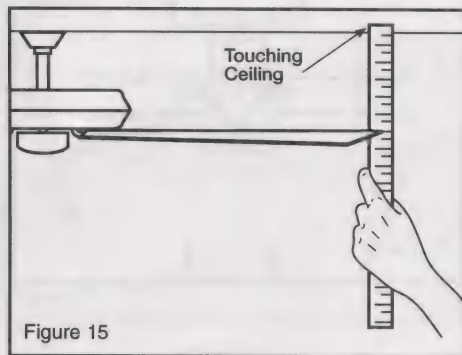
If all blade levels are not equal, you can adjust the blade level with the following procedure.

To adjust a blade tip down, insert a

washer (not supplied) between the blade and blade holder at the screw closest to the motor (Figure 16).

To adjust a blade tip up, insert a washer (not supplied) between the blade and blade holder at the two screws farthest from the motor (Figure 16).

3. If blade wobble is still noticeable, interchanging two adjacent (side by side) blades can redistribute the weight and possibly result in smoother operation.

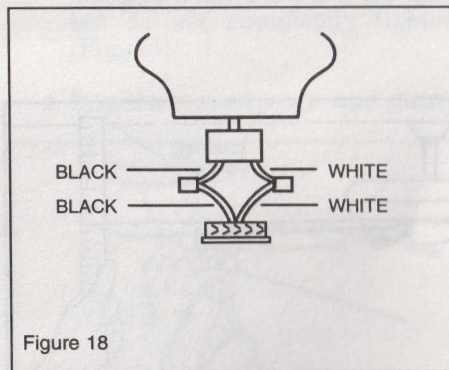
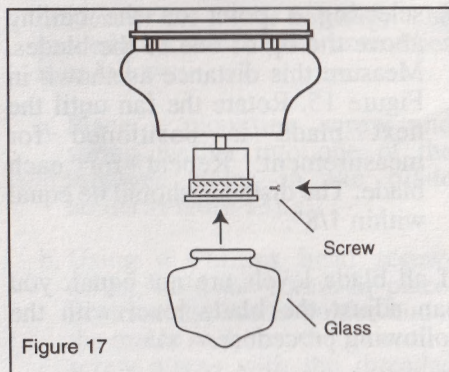


Installing the Light Kit

NOTE : Make sure electrical power is turned off.

1. The light kit comes intact with the switch housing. Simply install a 60 Watt (max.) bulb (not included) and install glass globe to light kit by finger tightening the three set screws. Do not over-tighten screws as glass may break (Figure 17).
The fan is now ready for operation.

In case the light kit is not preassembled to the switch compartment, follow the following steps for light kit installation.



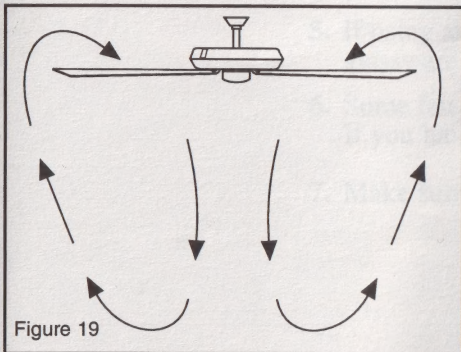
2. Locate the 2 wires (one black and one white) with connectors labelled "FOR LIGHT KIT CONNECTION" inside the switch compartment.
3. Connect the black wire from switch housing to the black wire from light kit, and the white wire from fan motor to the white wire from light kit. Cap off wire connections with wire nuts provided. (Figure 18)
4. Carefully push all wiring up into the switch compartment. Align the 3 holes on the light kit with those on the switch housing and secure with the 3 screws provided.
5. Resume Step 1 for completion of installation.

9. Installing the Light Kit

Turn on the power and check the operation of the fan. The pull chain controls the fan speed as follows: 1 pull – High, 2 pulls – Medium, 3 pulls – Low, and 4 pulls – Off.

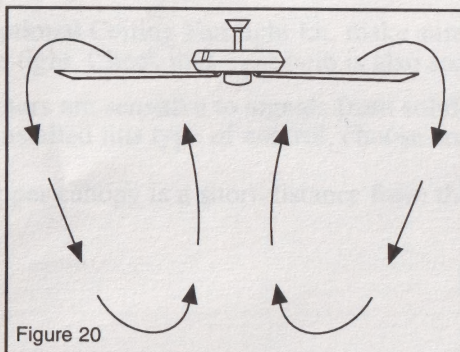
Speed settings for warm or cool weather depend on factors such as the room size, ceiling height, number of fans, and so on.

The slide switch controls direction: forward – air blows downward (switch is down) or reverse – air blows upward (switch is up).*



Warm weather – (Forward) A downward airflow as shown in Figure 19 creates a cooling effect. This allows you to set your air conditioner on a higher setting without affecting your comfort.

Cool weather – (Reverse) An upward airflow as shown in Figure 20 moves warm air off the ceiling area. This allows you to set your heating unit on a lower setting without affecting your comfort.



***NOTE**

WAIT FOR FAN TO STOP BEFORE CHANGING THE SETTING OF THE SLIDE SWITCH.

Operating Your Fan 10.

Problem

Solution

Fan will not start.

1. Check circuit fuses or breakers.
2. Check line wire connections to fan and switch wire connections in switch housing. **CAUTION:** Make sure main power is off.

Fan sounds noisy.

1. Make sure all motor housing screws are snug.
2. Make sure the screws that attach the fan blade bracket to the motor hub are tight.
3. Make sure wire nut connections are not rubbing against each other or the interior wall of the switch housing.
CAUTION: Make sure main power is off.
4. Allow a 24-hour “breaking-in” period. Most noises associated with a new fan disappear during this time.
5. If using an optional Ceiling Fan light kit, make sure screws securing the glassware are tight. Check that light bulb is also secure.
6. Some fan motors are sensitive to signals from solid-state variable speed controls. If you have installed this type of control, choose and install another type of control.
7. Make sure upper canopy is a short distance from the ceiling. **It should not touch the ceiling.**

Troubleshooting 12.

FAN SIZE	SPEED	VOLTS	AMPS	WATTS	RPM	CFM	N.W.	G.W.	C.F.
42"	Low	120	0.38	40	110	1000	5.1	5.8	0.74
	Med.	120	0.40	45	170	2200			
	High	120	0.45	55	240	4000			

These are approximate measures. They do not include Amps and Wattage used by the light kit.

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 Atlanta, Georgia 30339
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13. Specifications